



## **JOB DESCRIPTION**

Title: **FACILITIES/SAFETY COORDINATOR**  
Department: Power Department  
Class Code: 7275  
FLSA Status: Non-Exempt  
Effective Date: August 1, 2000 (Rev 10/00)  
Grade Number: 16

### **GENERAL PURPOSE**

Under the direction of the Assistant General Manager, and in cooperation with all divisions of the Department, performs duties in power and telecommunications systems inventory, construction/ maintenance site inspection or evaluation, and Power Department safety program coordination, including training, event investigation, hazardous materials management, and workplace safety enhancement. Supervises Maintenance Worker II and various contractors, for all building and grounds maintenance, at all Power Department properties.

### **EXAMPLE OF DUTIES**

- \*-- Supervises the Maintenance Worker II, and various contractors, and coordinates all building and grounds maintenance needs at all Power Department properties, including maintenance contracts, equipment maintenance or repairs, snow/ice removal, office environmental control equipment, and other components of a diverse, multi-facility business operation.
- \*-- Performs field inspections, in support of various Department functions, including inventorying existing "plant in service," for GIS mapping, and/or fiber optic system; to assist in the verifying and documenting all non-Power Department pole attachments; to assist in surveying access to buildings for telecommunication connections; confirming as-built construction documentation of electrical and fiber optic systems; and to achieve other purposes as they may arise.
- \*-- Assists in identifying needed repairs of line facilities, malfunctioning street lights, and other circumstances associated with maintaining and improving the integrity, reliability, safety, and customer service of the power and telecommunication delivery systems of Murray City Power.

- \*-- In cooperation with the City's Safety/Health Manager, develops and administers the Power Department safety program, including serving as Chairman of the Power Department Safety Committee; organizing and documenting training; coordinating the purchase, proper use, maintenance, inspection, testing, and retirement of necessary safety and personal protective equipment; overseeing the investigation, documentation, and proper follow-through of accidents or safety related incidents; administering safety awards, recognitions, and incentive programs.
- \*-- In cooperation with the City's Safety/Health Manager, integrates the department safety/health/risk management policies, procedures, and programs with city-wide efforts; supervising the maintenance of the Materials Safety Data Sheet documentation of chemicals used in the functions of the Power Department and maintenance of an up-to-date inventory and documentation on various hazardous materials stored and used by the department; developing and/or coordinating other safety related projects that may arise.
- \*-- Works with Energy Services Coordinator to promote electrical safety in the schools, and in printed materials distributed to the public.
- \*-- Serves as project coordinator for construction projects that involve enhancements or upgrades of buildings and grounds facilities. Manages project budgets, timetables, and oversees completion of work.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from high school and six (6) years of direct experience in electric utility line maintenance and/or line construction work for a municipal power agency, with the associated safety and skill training, or any equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah driver license.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of electric utility system maintenance and construction methods and materials; thorough knowledge of the American Public Power Association's Safety Manual for An Electric Utility; working knowledge of safety requirements for office, warehousing, generation and substation facilities, and other functions performed by Murray City Power employees.

- Ability to conduct safety and training meetings, and to make presentations to groups of 10 or more people; ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, contractors, other departments, and the public; ability to follow written and oral instructions.

### **TOOLS & EQUIPMENT USED**

- Personal computer including word processing and spreadsheet software; phone; copy and fax machine, and other equipment pertaining to this position.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate, but occasionally high.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.